

PROPOSITION 84  
Urban Greening Project and Planning Grant Programs

**HIGHLIGHTS, EXAMPLES AND HELPFUL HINTS**

(Revised May 2011)

**Concept Proposal, Application Package and Attachments**

**Concept Proposal –**

- Refer to FAQs for anticipated due dates and/but check the websites frequently for updated information.
- Beginning with this second round of Prop 84 Urban Greening **Project** Grants, a Concept Proposal will be **required** for each project before being invited to submit a full Application Package. (Hardcopy Concept Proposal form available at workshops; electronic online version available March 31, 2011.)
- Provide all information completely and concisely.
- If you don't understand a question, give us a call for clarification at 916-653-2812.
- Feedback will be provided regarding eligibility and potential weaknesses.
- Invitations will be issued to submit a full application based on review of concept proposal.

**Full Application Package**

- Application Packages will be considered for Urban Greening PROJECT grant funding **only if** you are invited to apply.
- There is no requirement for Concept Proposals for Urban Greening PLANNING grants
- Follow the Grant Guidelines: [http://www.resources.ca.gov/bonds\\_prop84\\_urbangreening.html](http://www.resources.ca.gov/bonds_prop84_urbangreening.html). Also available at the workshops.
- If you have modified your project or other items since the submittal of the Concept Proposal, as a result of feedback from our staff, please make sure you document all changes, including the project or applicant.
- Use the required forms specified/provided in Grant Guidelines.
- Answer all questions applicable to your Project or Plan or indicate the questions that are not applicable (indicate NA).
- Submit all required attachments.
- If you have questions regarding the information requested, call the Bonds and Grants office at (916) 653-2812.

**Cohesion of Package**

Be consistent and use the same terminology for the same items throughout the application.

- Project Description
- Summary Page
- Evaluation Questions
- CEQA
- Site Plan
- Site Control/Land Tenure Documents
- Cost Estimate
- Timeline

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**Critical Considerations when addressing “The Project”**

- Must have stand-alone benefit.
- Must meet all program requirements on its own merits.
- Must be consistent with what is called “The Project” throughout the application.
- Must be either an Acquisition or Development, not both.

**Common Problems with Past Grant Applications**

- Applicant describes only a larger and/or future project to be funded, when only a portion is “The Project” to be funded (or partially funded) with this request for grant funds.
- Timeline for “The Project” to be funded not clearly distinguished from any larger, phased or master project planned.
- Applicant uses existing elements to meet required criteria.
- Project described in Summary does not correlate easily to project described in CEQA, Site Control/Land Tenure documents, Cost Estimate and/or Timeline.
- Applicant requests funding for both Acquisition and Development in the same application. It must be either Acquisition or Development, not both.
- Applicants submit an application for a development project before they either own the property or have secured permission (letter of intent from landowner acceptable for application purposes) to develop, operate and maintain the property.
- Applicant includes more than one project in a single request for funding. Each project must be submitted separately in order to be evaluated by the committee.

**The Project Summary Statement**

- The summary statement should succinctly and adequately describe the proposed project. Even though this is the first page of the application, it probably should be the last page written before submitting the application.
- This is the first opportunity to describe the project for which funding is being requested.
- Summarize the specific project for which funding is requested and the community/regional need for the project.
- If “The Project” is part of a larger or master project, briefly describe the larger plan/project, a brief history of the larger plan/project and how it incorporates “The Project” for which funding is being requested (indicate NA, as appropriate)
- Indicate the specific components of “The Project” that will be funded by this grant. Include dollar amounts for each component.
- Address how the public will access this project.

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**Answering the Project Questions**

- Answer all questions included in the Grant Guidelines. Remember, the project must meet the requirements (statutory and program) and the objectives of the program (statutory and other).
- If some of the items under a particular condition do not apply to the project, please let us know by indicating NA. If you are not certain whether a question or item applies, please call our office for further guidance.

**Cost Estimate**

This document details what the project will specifically accomplish and how much money it will cost to implement. A properly constructed cost estimate demonstrates project readiness by showing that each task associated with completing the project has been identified, “priced”, and accounted for in determining the appropriate grant fund request – i.e., it is not a “shot in the dark” nor a “ballpark” guesstimate.

The Cost Estimate –

- Is used as a tool by Grants Administrators as a checklist to determine project completion and compliance.
- Needs to correlate directly with all subsequent Payment Requests
- Is used by State Auditors to determine if grant funds were utilized in accordance with the grant agreement and bond statute.
- Shows “at a glance”
  - All Project Categories and Tasks
    - Category = “Project Management/Non-Construction Costs” and “Construction”, etc.
    - Task = “Direct Project Management,” “Design”, “Clearing and Grubbing”, etc.
  - All Project Costs
  - All Project Funding Sources
- Is preliminary and, working with grant staff, provides some flexibility after grant agreement is signed.
  - Grantees are allowed to shift funds between line items a maximum of 10% per each Project within a category.
  - Contingency funds are limited to a maximum of 10% of the overall grant fund request. If used, the project components to be funded with contingency must be identified.
  - Direct Project Management/Non-Construction Costs (direct project management, planning, design, CEQA, etc.) are limited to 25% of the overall grant fund request.
  - Tasks to be performed by grantee’s staff should be identified on the cost estimate with hourly rates and projected hours.

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**CEQA**

- All proposed project components should be adequately addressed in the review process.
- All environmental reviews for projects funded through this program must include an analysis of Greenhouse Gas Emissions.
- Ensure that, if proposed project is exempt, the appropriate exemption is used.
- Documents must be filed with applicable counties and the State Clearinghouse, as applicable.

CEQA Guidelines and Statutes can be found at

➤ <http://ceres.ca.gov/ceqa/>

**Site Plan**

Provide sufficient detail and clarity on the site plan to allow us to do the following:

- Visualize “The Project”.
- Locate the Project Components.
- Identify the location and name of the community(ies) being served by the project/plan.

**Willing Seller Letter for Acquisitions**

All Acquisition projects must include a letter from each landowner indicating:

- They are a willing participant in the proposed real property transaction.
- They are willing to enter into an agreement should funds become available.
- They agree to sell the property for a purchase price not to exceed Fair Market Value.

Agency will **not** participate in transactions where the purchase price is for more than Fair Market Value as approved by the Department of General Services, even if other, non-state funds are used to cover the difference.

**Site Control/Land Tenure for Development Projects**

Does the applicant own the property to be developed?

- If not, demonstrate approval to develop the project by providing –
  - Evidence of an agreement between applicant and the landowner that authorizes access and development of the proposed project, such as long term leases, Joint Powers Authority, joint use agreements, right of entry permits, easements, etc.
- Provide a copy of the vesting deed (or other evidence of ownership – e.g., title report) for each parcel associated with the proposed project. This includes all properties whether owned by the grantee or another party.
- Even if the proposed project is entirely located on an existing public right-of-way, evidence of permission for the proposed project to encroach must be provided (letter of intent acceptable for application purposes).

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- If a Caltrans Encroachment Permit will be required for the project, include at a minimum a letter of support for the proposed project from Caltrans. Similar letters are also required if the proposed project encroaches on property controlled by a utility company, railroad, etc.
- A signed letter from the owner, stating his or her intent to enter into an agreement, is acceptable as an interim document for the application.

**Operations & Maintenance**

- If the project proposes the Acquisition of a Conservation Easement, provide the stewardship plan for the project.
- If the applicant owns or proposes to acquire the project area, the application must address plans for operating and maintaining the proposed project and how funding for operations and maintenance will be accomplished.
- If someone else will operate and maintain the proposed project, provide an agreement outlining who will perform the operations and maintenance responsibilities. A signed letter from the third party, stating his or her intent to perform the operations and maintenance, is acceptable as an interim document for purposes of the application.

**Maps -** Help us identify and envision the project, by:

- Clearly linking maps with the site plan and all deeds and agreements, etc.
- Providing a deed (or other evidence of ownership) and parcel map for all property included in the project.
- Including parcel numbers on each deed (handwritten is okay).
- Providing a single map that clearly identifies ALL parcels and parcel numbers within the proposed Urban Greening project.

**Remember -**

Make sure all the documents within the application are consistent and correspond with each other. Be consistent with terminology, particularly with the summary and cost estimate, and consecutively number all pages submitted as the application package.